



MALVERN ST JAMES
Girls' School

Health and Safety Policy Part 1

General Statement of Health and Safety

This policy is the overall responsibility of the Director of Operations and Compliance together with the Governors of Malvern St James to review and update annually.

The School places the greatest importance on health and safety matters and undertakes to conduct its operations in such a way as to ensure the health and safety of all its pupils, employees, visitors and the general public.

To this end, the School will endeavour to create and develop a working environment in which there is an awareness of the vital importance of health and safety and which encourages all employees to participate in developing and practising safe working methods and to have regard for the welfare of themselves and others.

A comprehensive Health and Safety Manual covering the organisation and arrangements for meeting the specific needs of the School, both generally and for individual departments, is available from the Staff Handbook.

Employees have a responsibility to do all they can to prevent an injury to themselves, their colleagues and others affected by their actions or omissions at work and co-operate with the School on matters of health, safety and welfare. They must familiarise themselves with, and conform to, the School's Health and Safety Manual, school procedures and rules.

We are confident that all employees will comply with their obligation to act in a safe manner and will fully co-operate with the School's Governing Body in matters of health, safety and welfare.

Malvern St James will:


- Seek to ensure that its buildings, grounds, plant, and equipment meet appropriate health and safety standards;
- Promote health and safety training to ensure competence and awareness;
- Develop and communicate information on sensible risk management and safe working practices;
- Require all employees and encourage and support all pupils to show a proper personal concern for their own safety, for that of the people around them through management example, through joint consultation and through pastoral care;
- Require staff to exercise due care and attention, and observe safe working methods, including those inherent in their professional craft or training.

Day-to-day responsibility for the operation of health and safety at the school is vested with the Headmistress. However, as governors, we have specified that that the school will adopt a planned risk-

based approach to health and safety management based on the principles of sensible risk management. This will involve:

- Assessment of hazards and associated risks;
- Identification and implementation of preventive and protective control measures against those risks to an acceptable/ tolerable level;
- Monitoring the effectiveness of those measures including the enforcement of proper working practices by the Senior Leadership Team and other supervising staff members and the review of incident statistics;
- Including health and safety requirements/responsibilities into contract conditions which will be enforced by the Governors, Senior Leadership Team and other supervising staff members;
- Provision of information, instruction, training and protective equipment to staff (and pupils where required);
- Review of risk assessments, policies, procedures and practices at regular interval and where additional information is gained through monitoring or following an incident.

Practical health and safety management will be an integral part of the way that the school operates and will be considered with all work activities and across all the educational activities delivered.

Authorised by	Resolution of the School Council
Signature	
Date	21 June 2023

Effective date of the Policy	21 June 2023
Review date	Summer Term 2024
Circulation	Members of School Council / teaching staff / all staff / parents / pupils [on request]